



---

**Basis Social**

Shaw Gibbs Llp, 264 Banbury Road  
Oxford  
OX2 7DY  
England

Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: **1st December 2023**

Contract ref: CCZZ23A32

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**

**Award of contract for the supply of Qualitative Research**

Further to your submission of a bid for the above Procurement, on behalf of the Cabinet Office (the "Authority"), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence on the 6th day of December 2023 and the Expiry Date will be 7th day of June 2024. The total contract value shall be £38,668.00 excluding VAT.

This procurement activity was a Call Off under Commercial Agreement RM6126 Research & Insights Lot 1: Research & Insights and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Call-Off Contract/Terms and Conditions and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by 12:00 Monday 4th December 2023. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

Tel: 0345 010 3503  
Email: [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

A copy signed on behalf of the Contracting Authority will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours Sincerely,

Signed for and on behalf of **Cabinet Office**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 1st December 2023

---

OFFICIAL